



Task Title: Fact vs Opinion in the Workplace

OALCF Cover Sheet – Lerner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

The learner will read text related to fact vs opinion in a workplace to understand the difference and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read Continuous Text/A1.2
- Find and Use Information/Interpret Documents/A2.1

Materials Required:

- Pen/pencil and paper

Task Title: FactvsOpinion_E_A1.2_A2.1

Learner Information

Employees use a variety of soft skills in the workplace including problem solving to manage situations. One step in problem solving is understanding the difference between fact vs opinion.

Scan the “**The Difference Between Fact and Opinion**” information.

The Difference Between Fact and Opinion

In the workplace, a "fact" is a statement that can be verified as true through data and observation, while an "opinion" is a statement of personal belief or judgment that is based more on individual interpretation and feelings than on concrete evidence. As such opinions can vary from person to person. Essentially, a fact is something you can prove, while an opinion is what someone thinks about something.

Question to Ask	Fact	Opinion
Does it have evidence? Can it be proven to be 100% true or false?	✓	✗
Does it include numbers, dates or data?	✓	✗
Does it use impartial language?	✓	✗
Can it be verified through data reports, research documents, supervisor emails, or direct observation?	✓	✗
Does it avoid use of words and phrases such as; always, never, best, worst, I believe, I think, I feel, I am convinced, etc.?	✓	✗

Examples of Facts

Water boils at 100 degrees Celsius at sea level.

The capital of Canada is Ottawa.

Christmas day is December 25th every year.

Examples of Opinions

The colour blue is the most calming colour.

The best topping on pizza is pineapple.

My point of view is never wrong.

She is not a team player.

Work Sheet

Task 1: List two words or phrases often used when expressing an opinion?

Answer: _____

Task 2: What is one example of a workplace document used to verify a fact?

Answer: _____

Task 3: Identify if the following statements are fact (F) or opinion (O).

a) The emergency exit was blocked by boxes on Monday.

Answer: _____

b) Our delivery team is always slow.

Answer: _____

c) The warehouse is freezing, and I hate working there.

Answer: _____

d) Last month, 12 workers reported back pain from lifting heavy boxes.

Answer: _____

e) The company policy states deliveries must arrive within 3 business days.

Answer: _____

f) We should have a rule that no one carries anything over 20 pounds.

Answer: _____

g) I think we have the worst safety equipment in the industry.

Answer: _____

h) Our delivery times have increased by 20% this month.

Answer: _____

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i) There was a spill in aisle 3 at 2 pm yesterday.

Answer: _____

j) Last week, 10 customers complained about late deliveries.

Answer: _____

Task 4: Highlight one fact in the paragraph below.

Many customers have been complaining about late deliveries. I believe this is because our drivers are not working fast enough. Some customers are unhappy and might stop ordering from us. Our records show that 25% of our deliveries last month arrived late.

*If completing this task online, write the fact here: _____